

STANDARD OPERATING PROCEDURE – 6004

BIOLOGICAL HAZARDS

PURPOSE: To establish a standard operating procedure for the identification and management of biological hazards in Supply Processing & Distribution (SPD).

POLICY: To reduce or eliminate Biological Hazards in the workplace.

RESPONSIBILITY: The person with responsibility for SPD functions and each person assigned to the SPD area.

PROCEDURE:

1. All blood and body fluids are considered to be biological hazards.
2. Prevention of blood and body fluids reaching any employee's potential portal of entry in normal performance of their duties is accomplished through the use of Personal Protective Equipment (PPE):
 - Long cuffed rubber/vinyl decontamination specific gloves (not latex exam gloves)
 - Head/Hair cover
 - Face/eye shield (or goggles/mask)
 - Long sleeved impervious gown/jumpsuit
 - Impervious shoe covers or boots (knee high)
3. Hepatitis B vaccine will be provided for all staff assigned to SPD. The employee has the right to refuse this vaccine by signing a waiver.
4. All soiled supplies, instruments, and equipment are transported in a closed or covered cart or container. Covers will be impervious.
5. Gloves must be worn for handling soiled equipment and then discarded. Gloves are not worn between pick up points.
6. All personal protective equipment (PPE) is put on before entering the decontamination area. PPE must not to be stored inside the decontamination area.
7. All PPE is removed prior to leaving the decontamination area. Scrubs must be changed when leaving the decontamination area. A shower is recommended at the end of the decontamination shift or if employee is changing assignment.
8. Employees injured must report to a supervisor immediately then report to Employee Health. CA-1 and 2162 forms are completed through ASISTS.

9. Each personnel assigned to SPD (or area where SPD type functions take place) is responsible for reporting safety hazards to a supervisor or a responsible program official.

Reference: VA Handbook 7176 – Supply, Processing and Distribution Operational Requirements